

Instructions for FY '03 Equipment Request Form

- 1) This form should be used by the county to request equipment from the "FY 2003 Authorized Equipment List" for the various response agencies within the county. Response agencies include the following disciplines: fire, hazmat teams, law enforcement, bomb squads, EMS, public works, public health and emergency management. All of these response disciplines should be considered when developing your request. Add additional pages as needed.
- 2) This form should also be used to request eligible physical security enhancement equipment for critical facilities/infrastructure within the county and its subdivisions as determined appropriate. The "facility" for which the equipment is being requested should appear in the far right-hand column rather than listing a discipline. (See equipment category 7).
- 3) Column 1 – Equipment Category. This column identifies the equipment categories under which requests can be made. New this year are "**sustainable costs**" of first responder equipment that would be used in a jurisdiction's response to a terrorist threat or event. This would include repair and replacement parts, equipment warranties and maintenance contracts for equipment purchased under any ODP state equipment grant. Applicants that choose to use funds for this purpose should include a Sustainment sub-category for each equipment category on the Equipment Budget Detail Worksheet.
- 4) Column 2 – Item. Items being requested should be listed under the appropriate equipment category. To eliminate confusion and/or the need for clarification items requested should be identified as they appear in the "FY 2003 Authorized Equipment List".
 - Any items listed that do not appear on the "authorized listing" must be accompanied with a full and complete justification relative to why the equipment is needed and how it supports the agencies WMD response. Provision of a written justification does not necessarily mean the item will be approved as eligible.
- 5) Columns 3 & 4. For each item listed identify the number needed and the total cost.
- 6) Column 5 – Discipline. For each item listed identify the response discipline that will be receiving the equipment. If more than one of the items will be purchase and they will be going to more than one discipline, identify the number of total items going to each discipline. (i.e. If column 3 indicates that 20 of the item will be purchase and of these, 10 will be going to fire, 6 to law enforcement, and 4 to the hazmat team. Column 6 should show: Fire (10), LE (6), Hazmat (4))
- 7) Indicate the total jurisdiction allocation at the bottom of the page.
- 8) The completed form should be e-mailed to one of the WEM central office staff members listed in the letter by **Friday, May 2, 2003**. If the form is faxed in to the central office, it should be transmitted with a cover sheet that identifies the WEM staff person it is being faxed to and the number of sheets attached, to ensure that all pages are accounted for. Use FAX # **608-242-3249**.